



STEVE SISOLAK
Governor

NEVADA GAMING CONTROL BOARD

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J. BRIN GIBSON, *Chair*
PHIL KATSAROS, *Member*
BRITTNE WATKINS, *Member*

Training Officer (Supervisor) – Administration Division

The Nevada Gaming Control Board (Board) is seeking a diverse pool of qualified applicants for the position of Training Officer in its Administration Division. The successful candidate will join a motivated, passionate, and creative team of individuals whose goal is to streamline and strengthen the Board's professional development programs by developing needs-analysis outlines, designing and delivering training modules, and managing and implementing a professional development program to ensure the employees of the Board maintain the highest levels of training and competency.

The Nevada Gaming Commission and the Nevada Gaming Control Board govern Nevada's gaming industry through strict regulation of all persons, locations, practices, associations, and related activities. The Board protects the integrity and stability of the industry through our investigative and licensing practices, and enforces laws and regulations, while holding gaming licensees to the highest standards. Through these practices, the Board is able to ensure the proper collection of taxes and fees that are an essential source of revenue for Nevada.

Recruitment:

This is an open competitive recruitment for an unclassified, full-time position within the State of Nevada system. The position can be filled in Carson City or Las Vegas. Applications will be accepted until recruitment needs are satisfied.

The Position:

This position requires an organized candidate who has strong communication and interpersonal skills, is a creative thinker, has a passion for learning, and is motivated to create and manage a professional development program with limited supervision.

The successful incumbent will assess training needs through a variety of methods; design effective training curricula and programs; conduct and oversee training sessions; review and recommend yearly training budgets to senior administrative staff; create streamlined and effective processes for training requests and approvals; arrange and coordinate external trainings, courses, instructors, and facilities; and act in a supervisory capacity for the Board's training section. The position will also work together with Human Resources to implement a diversity training program, designed to support a respectful and inclusive work environment. This is a great opportunity for an individual wanting to create meaningful programs and effectuate positive change within the State of Nevada.

Minimum Qualifications:

Graduation from an accredited college or university with a Bachelor's degree in an applicable field and four years of progressively responsible professional experience in an educational, administrative, or staff capacity which involved employee, project, programmatic, or organizational development, planning, evaluation, monitoring, coordinating and/or training; or

An equivalent combination of education and professional level experience.

Both education and experience can be substituted on a year-for-year basis.

Salary Range:

\$84,516.35 - \$99,431.00 (Employee-Employer Paid)

\$73,733.25 - \$86,745.00 (Employer Paid)

Benefits:

Paid medical, dental, vision care, life and disability insurance programs; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; tax-sheltered deferred compensation plan available. State employees do not contribute to Social Security; however, a small Medicare deduction is required. Long-term employees enjoy additional benefits. For additional information, please visit the Division of Human Resource Management of the Department of Administration, the Nevada Public Employees Benefits Program, and the Public Employees Retirement System of Nevada.

How to Apply:

To apply for this position, please complete an application on the Nevada Gaming Control Board website at: <https://gaming.nv.gov>. In your cover letter, please indicate how you heard about this position. Only applications submitted through the website will be accepted.

A background investigation will be conducted in order to verify the accuracy and completeness of statements contained on the application and to obtain information relevant to predicting successful performance as a Board employee.

This position requires a pre-employment drug screening.

The Nevada Gaming Control Board and the State of Nevada are committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and does not discriminate based on race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.